

CHIEF OF FIRE PREVENTION

(Promotional Class)

This is responsible supervisory and technical work in planning and directing the activities of the fire prevention bureau. An employee in this class has the responsibility for the proper inspection of buildings, structures, and properties to insure compliance with local fire prevention ordinances and state statutes. Inspections are performed in an established manner and they arise from regular routine or from complaints and by personal observation of violations or suspected violations. An employee of this class works under the general supervision of the Deputy Fire Chief with work reviewed through oral or written reports and conferences. Supervision is exercised over employees of the fire prevention bureau and other employees when they are assigned.

EXAMPLES OF WORK

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed).

Plans, directs, and supervises the activities of all employees in the fire prevention bureau engaged in enforcing fire prevention laws and ordinances; gives advice and assistance to subordinates.

Inspects or directs the inspection of schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, and business properties to ascertain compliance with state, parish, and municipal fire prevention regulations.

Informs citizens responsible, of any violations and hazards; advises and suggests methods and actions to insure compliance with established fire prevention codes and laws; reinspects violators premises giving particular attention to established hazards and violations; investigates complaints of continued violations of fire safety regulations.

Assists in planning the activities of other department employees assigned to duty involving inspection and investigation.

Plans, prepares, maintains, and reviews reports, records, and other data of inspections and investigations involving fire prevention operations through established routine or upon request of a superior.

Coordinates fire prevention bureau activities with the other units of the fire department, and cooperates with other municipal departments and state or federal agencies.

Establishes and maintains good public relations.

Responds to alarms when called or directed.

Perform various duties as assigned or required.

Supervises investigation of fires.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of state, parish, and local laws, rules, regulations, and ordinances relating to fire prevention practices;

Thorough knowledge of building construction and practices and codes as they relate to fire hazards;

Good knowledge of the rules relating to collection and preservation of evidence;

Skill in observation;

Ability to make inspections and investigations;

Ability to detect conditions hazardous to life and property and to make proper recommendation for their correction;

Ability to cooperate with public officials and to established and maintain good public relations;

Ability to deal firmly but courteously with the public;

Ability to prepare or follow oral and written instructions;

Ability to plan, prepare, and deliver or conduct lectures, speeches, conferences, and training sessions.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in a class of Assistant Director of the Fire Prevention Bureau.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

SPECIAL PROVISIONS

I. Whenever the qualified department employee as outlined above fails or refuses to take the examination for this class, fails to attain a passing score, refuses appointment after being certified, or if there be no such regular employee, then admission to the test shall be open to all regular and permanent employees in the class of Fire Inspector.

II. Whenever qualified department employees as outlined above fail or refuse to take the examination for this class, fail to attain a passing score, refuse appointment after being certified, or if there be no such regular employees, then admission to the test shall be open to all applicants including department employees who qualify as follows:

COMPETITIVE REQUIREMENTS

Must be no less than twenty-one (21) years of age on closing date of the examination announcement.

Must have satisfactorily completed high school or possess an equivalent certificate as certified by an accredited state institution of education.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess five (5) years of experience as a member of a paid fire department.

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